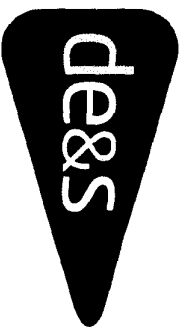


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To read



**FUTURE SINGLE LIVING ACCOMMODATION
REQUIREMENTS FOR DE&S MILITARY PERSONNEL
BASED AT MOD ABBEY WOOD**

USER REQUIREMENTS DOCUMENT (URD)

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Part 1 - General Description

1. Introduction. This URD comprises the detail required for the provision of modern all-ranks living accommodation and dining facility with the requisite office accommodation, staff rest rooms and ablutions and associated public and recreational rooms for Officers, SNCOs and JRs.
2. Background. The provision of Single Living Accommodation (SLA) for Service personnel based at MOD Abbey Wood is currently, and solely, achieved through allocation of Substitute Single Living Accommodation (SSSA). This represents a high cost to the Department. In 2008/9 the cost was around £5.3 M per annum but with Collocation it is now £12M per annum, and rising. Given the pressure on all operating costs, future SLA provision in the Bristol area should be reviewed.
3. Output. The provision of modern catering and dining facilities to comply with all current legislation and JSP scales, including the requisite office accommodation, staff rest rooms, changing facilities and ablutions for a living-in population of 700; comprising 300 Senior Officer (SO) rooms, 350 Junior Officer/SNCO (JO/SNCO) rooms and 50 Junior Ranks (JR) rooms, all to single en-suite standard and in accordance with scales laid down in JSP315. The current total breakdown of military personnel based at MOD Abbey Wood is 1035 Officers, 470 WOs/SNCOs and 30 JRs. There are currently 685 DE&S Service personnel in SSSA in the Bristol area.
4. Constraints. A summary of project constraints are detailed below.
 - a. Proposed site must be within 10 miles of Abbey Wood, but ideally within 2 miles, to help minimize traffic congestion and pressure on car parking at Abbey Wood.
 - b. Local planning constraints: Location within a relatively built up area, which suffers considerable traffic build-up at various times in the day. Planning permission may not be granted to build on a green-field site, if that is all that is available.
 - c. The facility should be capable of providing feeding and dining to all ranks and civilians on a regular basis for all meals with a peak period at lunchtimes, 7 days through 365 and accommodating formal functions up to a maximum of 300 being seated at any one time.
5. Timing and Priority. This proposal is put forward as a considerable 'spend to save' measure and should be viewed, therefore, as a

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high priority. In terms of timing, the project should be completed as soon as possible if savings are to be maximised, but in the meantime, substitute accommodation in the Bristol area will continue to be utilised as the norm.

6. Justification. There are no Defence-owned SLA or Mess facilities in the Bristol area. All SLA requirements are met through SSSA, which is sourced, allocated and managed by the MOD Accommodation Agency contractor. Since Apr 09 there has been a 50% rise in the total strength of Service Personnel based at MOD Abbey Wood, rising from 1,000 to 1,553 today. When DE&S formed there were 400 Service personnel in SSSA compared to 685 now in SSSA (as at 26 Jan 11) and still rising. The annual cost of providing SSSA for Service personnel based at MOD Abbey Wood is approximately £12M¹ today, which equates to approximately £17,500 per individual each year². Although FIA will be reduced from £12.78 to £8.50 a day on 1 May 11, these figures do not take into account rent rises through inflation etc. Subject to SDSR changes, the combined effects of Collocation and planned Service liability reductions will see military strength rise to over 1700 before settling at circa 1100-1350 by 2014/15. It should also be noted that current policy states (JSP 464 Chapter 7) states that SSSA should only be used to meet a temporary requirement over a short-term period.

7. A new build all ranks living accommodation and dining facility or combined Mess, built within close proximity of Abbey Wood³, would provide cost effective high quality accommodation that balances the requirements of DE&S and the 3 Services. It would ensure that individuals are provided with good quality (Grade 1) SLA, while still allowing scope for personnel to make individual lifestyle choices, including living in or renting their own home. A MOD SLA facility would also ensure domestic stability for the duration of an individual's tour, by removing the uncertainty of being moved mid-tour out of one SSSA property into another (and associated costs to MOD, including contractor's relocation fee and individual Disturbance Allowance and removal costs (average overall cost £800)). Moreover, any spare 'Mess' capacity could generate further financial savings if used by primarily DE&S staff but also other MOD visitors to Abbey Wood, who currently are accommodated overnight in local hotels.

8. Impact Statement. The continued large-scale utilisation of SSSA is neither cost effective nor sustainable in the long-term. SSSA should only be used to meet a temporary requirement over a short-term period and is a very costly means of meeting DE&S' Service personnel accommodation requirements. Rental costs, utilities and council tax will inevitably rise over time and based on the number of military personnel at MOD Abbey Wood currently in SSSA, the cost to the Department over the next 25 years could be in excess of £300M. In addition to the compelling financial argument for this facility, if not provided, many military personnel will remain 'isolated' within a 10-mile radius of Abbey Wood, with the possibility of being moved mid-tour from one SSSA property into another, resulting in

¹ Includes rent, search fees, Food and Incidentals Allowances (FIA), TV licences, phone landline rental and utilities.

² Comprises rent, Food and Incidentals Allowance (£12.78 per day – will reduce to £8.50 per day as at 1 May 11), utility costs (based on £400 per year), telephone rental costs (£150 per year), TV Licence (£140 per year) and SSSA Management/Search Fees.

³ Ideally walking or cycling distance. If further away (up to 10 miles or within 45 minutes travelling time using public transport), a bus shuttle service would be required to minimise traffic congestion, which would be important in gaining planning permission.

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domestic instability for the duration of their tour. Moreover, SSSA does not provide an ideal environment in which to build team spirit and cohesion, or where Service traditions, ethos and military standards can be underpinned and upheld.

Part 2 - User Requirements

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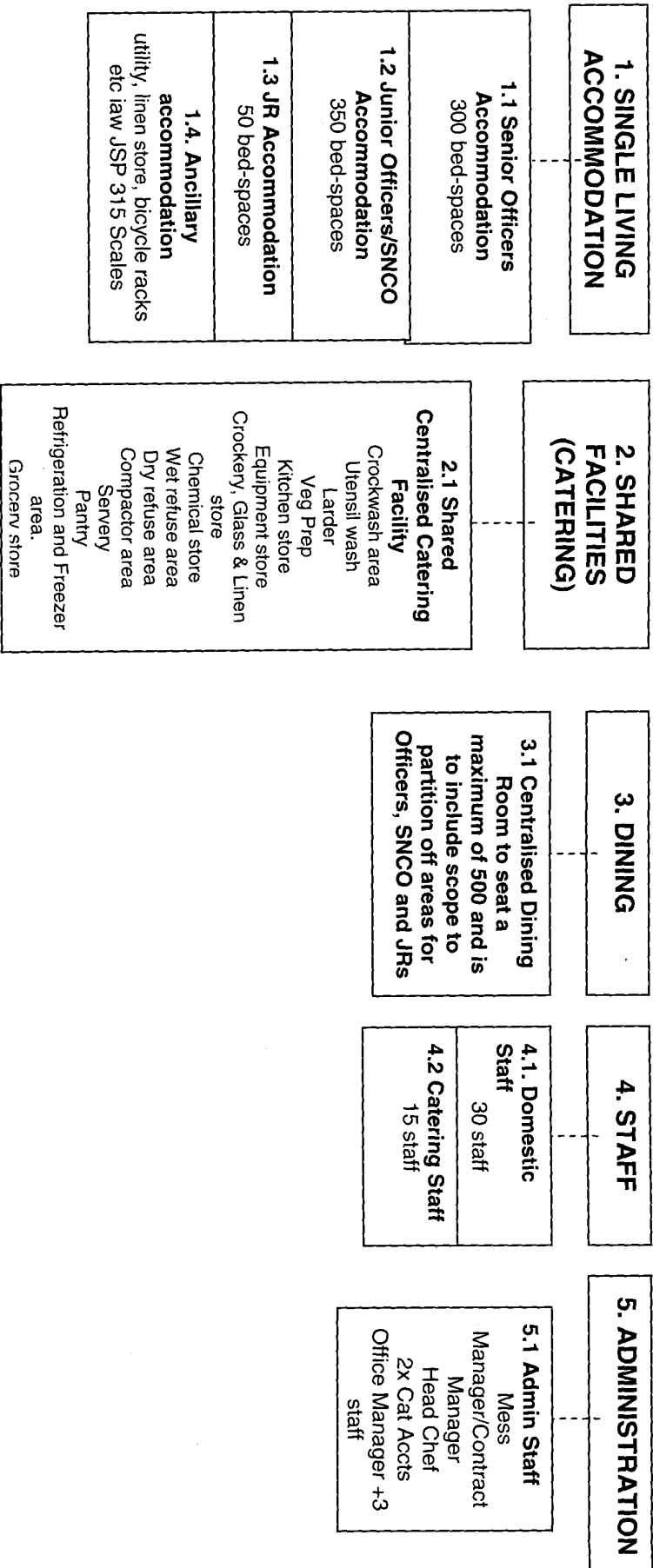
KUR Ref	Requirement Descriptor	Owner/ Originator	Verification Criteria	Justifications	Remarks
1	To provide SLA and ancillary rooms for 300 Senior Officers, 350 Junior Officers/SNCOs and 50 RRs, linked to the catering facility.	D HR	Acceptance Board.	To enable below standard accommodation to meet mandated grade 1 'Z' standard (en-suite) iaw JSP 315.	
2	To provide a modern food storage, preparation, cooking and service facility that is compliant with all food hygiene and other relevant legislation, capable of catering for up to 800 personnel per meal period.	D HR	Involvement of DCG Equip & Infra KDEA staff. Acceptance Board. Confidence test of facility on commissioning.	All relevant legislation. To avoid the duplication of facilities, reduce maintenance expenditure and reduce spare capacity within the buildings.	Kitchen Design and Equipment Authority/(KDEA) Def Cat Gp to be consulted on application of Scale 52.
3	To provide modern dining facilities adjacent to the food preparation area capable of providing dining to all ranks and civilians on a regular basis for all meals with peak period at lunch times, 7 days through 365 and accommodating Mess members for formal functions. Separation of areas for rank structure to be included.	D HR	Acceptance Board. Confidence test of facility on commissioning.	All relevant legislation.	Def Cat Gp to be consulted on application of Scale 39 and Scale 52. Def Cat Gp to be consulted on application of scales to civilian staff numbers.

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KUR Ref	Requirement Descriptor	Owner/ Originator	Verification Criteria	Justifications	Remarks
4	To provide staff rest rooms, changing and ablution facilities to accommodate up to 15 staff.	D HR	Acceptance Board.	All relevant legislation.	
5	To provide offices for CCM, Head Chef, Office Manager, 1x Cat Accts, and PAYD partner.	D HR	Handover Inspection.	JSP 315. Mandated contract stipulation for PAYD.	Def Cat Gp to be consulted on application of Scale 52.
6	To provide a small gym and outdoor sports facilities, which could include an all-weather floodlit sports pitch.	D HR	Acceptance Board. Verification by PAYD Partner/Owner.	JSP 315.	
7	Sustainability - to meet the Sustainable operation on the Government Estate 2020 targets.	D Infra	Acceptance Board 12 months in-service review.	To meet UK Legislative Requirements.	

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Part 3 – Diagrammatic representation of the requirement structure.



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Part 4 – Supporting Documents

No.	Description
1	JSP 315.
2	JSP 456 - Defence Catering Manual.
3	JSP 440 - Defence Manual of Security.
4	JSP 480 - Defence Co-ordinating Installation Design Authority Manual of Regulations for Installation of Communication & Information Systems.
5	Design and Maintenance Guide 18 - Design of Catering Facilities.
6	Design and Maintenance Guide 6 - Officers' Single Living Accommodation.
7	DE Specification 42 - Catering Equipment Specification.
8	Technical Bulletin 01/01 - Design and Equipping of Catering Premises.